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## Educational Policies Committee Minutes, April 5, 2007

Utah State University

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## **EDUCATIONAL POLICIES COMMITTEE MINUTES**

### **5 April 2007**

A meeting of the Educational Policies Committee was held on 5 April 2007 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:

- Steve Hanks, Chair
- Richard Mueller, Curriculum Subcommittee Chair
- Ed Reeve, Academic Standards Subcommittee Chair and  
Education and Human Services (representing Scot Allgood)
- Richard Mueller, General Education Subcommittee Chair  
(representing Norm Jones)
- Bob Heal, Distance Education and Electronic Delivery  
Subcommittee Chair
- Stan Allen, Agriculture
- David Olsen, Business
- Ed Reeve, Engineering
- Roberta Herzberg, HASS
- Michael Wolfe, Natural Resources (representing Nancy Mesner)
- Richard Cutler, Science
- Steve Harris, Libraries
- Ronda Menlove, Regional Campuses and Distance Education
- Maure Smith, Graduate Studies VP
- Michelle Lundberg, ASUSU Academic Vice President
- Cathy Gerber, Registrar's Office
- Roland Squire, Registrar's Office

Absent:

- Noah Riley, ASUSU President

Visitors:

- Kendra Hall, Provost's Office
- Chris Fawson, Economics Department
- Jeri Brunson, Graduate Studies VP, 2007-08

#### **I. Minutes of the 1 March 2007 meeting**

Michelle Lundberg moved to approve the minutes of the 1 March 2007 meeting. Maure Smith seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Richard Mueller reviewed the Curriculum Subcommittee business. All courses were approved.

Any and all information for the Curriculum Subcommittee Handbook should be sent to Richard Mueller. Richard will do the final update before sending a copy to Cathy Gerber and then to the Provost's office to update the web.

PRPC will be finalizing the wording of the membership of the Curriculum Subcommittee.

Ed Reeve was elected as the chair of the Curriculum Subcommittee for the 2007-2008 year.

Maure Smith moved to approve the business of the Curriculum Subcommittee. Steve Harris seconded; motion carried.

### **B. Academic Standards Subcommittee**

Academic Standards Committee

Minutes 3/8/07

Attendance: Stan Allen, Chris Call, Peter McNamara, Joyce Kinhead, Scot Allgood, Ed Reeve, John Mortensen, Stephanie Hamblin, Kathryn Turner, Michelle Lundberg, Kevin Abernethy, Leslie Hofland

The meeting was called to order by Chairman Scot Allgood at 3 p.m. in FL 113.

February's minutes were approved as written.

1. Joyce Kinhead led the discussion about the undergraduate research scholar transcript designation. The question was raised as to the possibility/desirability of putting the designation on the degree and not just the transcript. Joyce will look into this. Proposal: to begin an undergraduate research scholar transcript designation. (see attachment). The motion was moved, seconded, and approved.
2. Regarding Academic Appeals, Dallin Phillips was not at the meeting and no one has heard from him. Scot asked Michelle and Kevin to follow up with him.
3. Syllabi: Course fees and what they are used for should be disclosed on syllabi.

It was suggested that to make syllabi information more readily accessible, it should be on the university's website under "S" in the A-Z index.

Proposal: Recommend that the Provost's office discuss this syllabus information at department head training before the beginning of fall semester.

The Motion was moved, seconded, and approved.

Proposal: the applicable code and syllabus-writing recommendations should be added to the provost's webpage in an easy-to-find location and should be updated as needed.

The Motion was moved, seconded, and approved. ([see attachment](#))

4. New chair: Motion was made to re-elect Scot Allgood as Committee Chair for another year. Motion was seconded and approved.

April meeting tentatively scheduled for April 12. If there are no agenda items, meeting will be cancelled.

Chairman Scot Allgood adjourned the meeting at 3:45 p.m.

Stan Allen moved to approve the business of the Academic Standards Subcommittee. Richard Cutler seconded; motion carried.

### **C. General Education Subcommittee**

#### **Meeting Minutes, March 6, 2007, 8:30 a.m., Champ Hall Conference Room**

*Present:* Norm Jones (Chair), Rob Barton, Tyler Bowles, Ryan Dupont, Stephanie Hamblin, Steven Hanks, Wendy Holliday, Charlie Huenemann, Vince Lafferty, Mary Leavitt, Shelly Lindauer, Rhonda Miller, John Mortensen, Richard Mueller, Tom Peterson, Robert Schmidt (for Nancy Mesner), Jeff Smitten, Gary Straquadine

*Absent:* Richard Cutler, Christie Fox, Jagath Kaluarachchi, Nancy Mesner, Richard Ratliff, Noah Riley, Randy Simmons, Roland Squire, Gary Straquadine

#### **I. Approval of Minutes of February 6, 2007**

Charlie Huenemann moved to approve the minutes of February 6, 2007. Wendy Holliday seconded; motion carried.

#### **II. Course Approvals**

- |                  |                       |
|------------------|-----------------------|
| a. CS 3410 – QI  | Held over until April |
| b. CS 3430 – QI  | Held over until April |
| c. CS 3420 – DSC | Held over until April |
| d. CS 3430 – DSC | Held over until April |
| e. CS 1060 – BPS | Held over until April |
| f. PSC 4890 – CI | Approved              |
| g. PSC 3890 – CI | Approved              |

#### **III. Discussion Items**

- a. Subcommittee reports on prerequisites for USU courses
  - i. Richard Mueller moved that the requirements for completion of high school core courses must be met as prerequisite for taking USU

General Education concurrent enrollment courses; motion seconded by Charlie Huenemann.

a) Discussion on motion

1. Question on whether this should apply to math classes because the state's math standards are not clear.
2. Question if prerequisite should be required for CIL (see Other Business for discussion).
3. Question of how this will impact the New Century Scholarship.
4. Request that a conversation be held with high school advisors to better understand their practices before enforcing change.

b) Robert Schmidt moved to amend the motion that it be implemented starting Fall 2008 to allow for concerns about the motion to be addressed. Motion amendment accepted by Richard Mueller and Charlie Huenemann; motion carried.

#### **IV. Other Business**

a. Discussion of CIL test/USU 1000 course

- i. Question of whether USU 1000 concurrent enrollment course should have prerequisites, since students can take the official test instead of a high school computer technology course.
- ii. Discussion of whether USU 1000 should be removed from General Education requirements and made a graduation requirement, or a prerequisite to registration for upper-level courses.
- iii. Discussion on how to enforce students taking USU 1000 during their freshman year or while taking ENGL 1010.
  1. Charge students more for taking CIL later in their career.
  2. Put a hold on registration in Banner.
  3. Make the course a prerequisite to teacher education and depth/breadth courses.
- iv. Currently USU has to accept transfer students with course equivalent to test, but there is a question of whether a class is comparable to the test, due to possibility of course being altered to not include all basic areas.

v. A subcommittee was created to make recommendations to the General Education Subcommittee about the CIL tests. Rob Barton will chair the committee with Jeff Smitten and Wendy Holliday. Committee will report to General Education Subcommittee on April 6, 2007.

### **Adjournment**

Meeting was adjourned at 9:12 a. m.

### **Meeting Minutes, April 3, 2007, 8:30 a.m., Champ Hall Conference Room**

*Present:* Norm Jones (Chair), Rob Barton, Richard Cutler, Ryan Dupont, Christie Fox, Steven Hanks, Wendy Holliday, Charlie Huenemann, Vince Lafferty, Mary Leavitt, Nancy Mesner, Rhonda Miller, Richard Mueller, Tom Peterson, Megan Ralphs (for Stephanie Hamblin), Noah Riley, Jeff Smitten, Roland Squire, Gary Straquadine

*Absent:* Tyler Bowles, Stephanie Hamblin, Jagath Kaluarachchi, Shelly Lindauer, John Mortensen, Richard Ratliff, Randy Simmons

### **I. Approval of Minutes of March 6, 2007 Minutes**

Tom Peterson moved to approve the minutes of March 6, 2007. Rhonda Miller seconded; motion carried.

### **II. Course Approvals**

a. CS 3410 – QI	Held over until September
b. CS 3430 – QI	Held over until September
c. CS 3420 – DSC	Approved
d. CS 3430 – DSC	Approved
e. CS 1060 – BPS	Approved
f. ARTH 4610 – CI	Held over until September
g. ARTH 4620 – CI	Held over until September
h. ARTH 4630 – CI	Held over until September
i. ARTH 4510 – CI	Held over until September
j. ARTH 4710 – CI	Held over until September
k. MUSC 3660 – DHA	Held over until September
l. PHIL 3700 – DHA	Held over until September
m. PHIL 4610 – DHA	Held over until September

CS 3420, CS 3430 and CS 1060 course designations approved; motion by Ryan Dupont and seconded by Richard Mueller; motion carried.

### **III. Course Approvals: Dropping Designation**

a. PHIL 4410 – Drop DHA	Approved
b. PHIL 4300 – Drop DHA	Approved
c. PHIL 3180 – Drop DHA	Approved

They are being dropped because the classes are not accessible to a broad audience. Three new ones will be proposed to take their place.

Charlie Huenemann moved to approve dropping the DHA designation; seconded by Rhonda Miller. Motion carried.

#### **IV. Syllabus Approvals**

- a. USU 1360: Integrated Science Computing in Context     Pending

#### **V. Other Business**

- a. Wendy Holliday presented findings of the Information Literacy Subcommittee (see attached notes)
  - i. Discussion of possible changes to the Information Literacy requirement to ensure that students understand
    - 1. Variety of information sources only available in the library
    - 2. Understanding context of how information is produced and disseminated
    - 3. Subject specialist librarians available to help the students
  - ii. CIL requirement discussion

#### **Adjournment**

Meeting was adjourned at 9:05 am.

Richard Cutler moved to approve the business of the General Education Subcommittee. Bob Heal seconded; motion carried.

#### **D. Distance Education and Electronic Delivery Subcommittee**

##### **EPC Report, April**

The DEED committee reviewed two programs and a group of 19 existing courses.

- 1. Composite-Teaching-Biological Science Major ([see attachment](#))
  - a) A Snow College/USU partnership, this new program has a substantial number of distance-delivered courses, all but one of them offered via EDNET from USU-Vernal or USU-Logan. Biology 5250 appears to be the only proposed distance-delivered course that hasn't been previously offered via EDNET. Dick Mueller was contacted and he explained that Loren Squires of USU-Vernal will offer Biology 5250 via interactive broadcast to Ephraim the next time he teaches the course.

- b) Ronda Menlove indicated that approvals were obtained from the appropriate department heads, deans, and the Vice-Provost for Regional Campuses and Distance Education.
  - c) A motion to forward this program to EPC was unanimously approved.
- 2. International Program-China: Bachelor of Science with a Major in Economics ([see attachment](#))
  - a) This is an existing program that is primarily delivered using a face-to-face local instructor/lead USU professor model. The administrative responsibility for this program is to be moved to the academic departments with the B.S. Degree in Economics.
  - b) MOUs were signed by all of the required departments and deans.
  - c) Discussion centered on the numerous courses within the program that must be converted from WebCT format to Vista. Since this program follows a cost recovery model, Ronda Menlove and Stacie Gomm will arrange for additional support for Distance Education and IT/Instructional Support.
  - d) A motion to forward this program to EPC, assuming additional support is satisfactorily obtained, was unanimously approved.
- 3. Elisa Taylor presented the following group of existing courses, all to be delivered via interactive broadcast.

ELED/SCED 6590	PEP 5700	SCED 6150	ANTH 5160
ASTE 3440	MUSC 3260	WILD 2200	BIS 6510
BUS 3610	SCED 6390	SCED 6350	SCED 6360
ELED 4620/6620	PSY 6340	INST 5200	ELED 4480
CS 5460	ENGL 2140	HIST 1510	

The Delivery Plan Forms were completed for each course. The motion to forward all 19 coursed to EPC was unanimously approved.

Richard Cutler moved to approve the business of the Distance Education and Electronic Delivery Subcommittee. Roberta Herzberg seconded; motion carried.

### **III. Other Business**

PRPC is proposing that the representation of Extension and Continuing Education be changed to the Regional Campus and Distance Education. PRPC also proposed that the representative from the General Education Subcommittee, Distance Education and Electronic Delivery Subcommittee, Academic Standards Subcommittee and the Curriculum Subcommittee be voting members of EPC. EPC also suggested that a representative from the Graduate Council be a voting member of EPC.

Meeting adjourned at 3:25 p.m.  
 Steve Hanks conducted the meeting.  
 Cathy Gerber recorded the minutes.